



GM Lead Users Group

Date: March 09, 2005, Wednesday
Time: 9:00–11:00 a.m.
Location: 6101 Executive Building, 2nd Floor Conference Room
Advocates: Michael Loewe and Pamela Mayer
Next Meeting: Wednesday, March 09, 9:00 a.m.-11:00 a.m. Atrium Building, 6101 Executive Blvd, 2nd Floor Conference Room.

Action Items

1. (Pam Mayer) Edit and update GM bug closeout list based on suggestions brought up in the meeting.
2. (Cathy Walker) Check status of extra issues brought up by group during meeting.

New Vision Attendance Policy

Eddie Myrbeck

Eddie Myrbeck stated that from now on, members of Vision Subcommittees are expected to actively participate and attend no less than half of all regularly scheduled committee meetings per year. In real terms, meetings take place probably eight or nine times during the year, so members will have to meet at least four to five times. Eddie also provided a brief, written description of the policy which states that members who do not garner at least 50% participation will be removed from the roster and the activity will not be considered for certification. For reinstatement, attendance at a minimum of three meetings is required. Members must attend three meetings to become eligible for submission of the certification application. There is no mention of excused absences, since all emphasis will be on participation. With all of this in mind, Eddie pointed out the attendance sheet being passed around the room, which was signed by all members present.

Commons Working Group in Brief

Eddie Myrbeck

Eddie provided the group with a handout showing the following list of participants within the Commons Working group as of 10/01/2003:

Baylor College of Medicine	Oregon Health and Science University
California Polytechnic State U.	Penn State
Cornell University	St. Jude Children’s Hospital
Dartmouth University	Stanford
Emory University	University of California
MIT	University of Michigan
New Jersey – UMDNJ	University of Texas (MD Anderson Cancer Ctr.)
Northwestern	University of Wisconsin – Madison

The above members have agreed to help Grant Management with electronic administration, while the Federal Demonstration Partnership (FDP) will provide other organizations along with other Federal Boarding Agencies to give assistance with everything that is not electronic. It is this group that helps gather requirements for the Commons system, which is the NIH system for submitting grants and Electronic Streamlined Non-Competing Award Processes (eSNAPs). This will also assist in updating the Notice of Grant Award (NGA) email address. This working group overlaps with the FDP. If any members would like more information about this issue, Eddie suggested that they visit the eRA website at <http://era.nih.gov>.

GMWorkbook, Leadership Needed

Mike Loewe

Mike Loewe stated that since future GMWorkbooks will be standardized, there is a necessity for new leadership for that area. He gave a background of this issue, stating that three to four years ago, the Electronic Consultant Subcommittee began working with the National Heart, Lung and Blood Institute's (NHLBI) Lotus worksheets to convert them to a Microsoft Excel format. The idea was to examine the information contained in Lotus as well as other worksheets used in NIH Grants Management in order to produce a standard spreadsheet template for all ICs. Out of this process came one suite of spreadsheets that everyone uses.

From here, any policy issue that arises will be taken to the Grants Management Advisory Committee (GMAC) to figure out how NIH will handle the matter. The Operating Divisions (OPDIVS) working within the NIH are already starting to use eRA systems and will continue to do so over the coming years. These OPDIVS want to have access to these spreadsheets, so there will need to be new leadership over this process. Pam Mayer, Mike and a few others have been shouldering much of the responsibility up to this point. A fresh perspective would allow new thoughts and ideas that are needed to move this process to the next level. If anyone is interested in taking up this leadership role, he or she should contact either Pam or Mike.

Lead Users Survey

Eddie Myrbeck

Eddie told the group that in between this and next month's meeting, they will release a survey that will help the group figure out what directions it should take and how the meetings will progress.

GM Bugs, Status Update

Mike Loewe, Pam Mayer, Cathy Walker, Michael Martin

Cathy Walker addressed some of the bugs within Grant management, starting first with the primary concerns, including Slow System Performance and Terms of Award issues.

- ***Slow System Performance Issues*** – After speaking with Tim Twomey in the morning, Cathy discovered that the traffic within Internet Assisted Review (IAR), which is a way for reviewers to analyze grants electronically, had doubled. This was an unanticipated development which put a large strain on the system and consequently slowed it down. Since the review cycle is starting to slow, the system should get a reprieve and regain much of its speed. However, since they are planning that this might happen again, they have decided to split the database into two sections in order to evenly distribute the work

load. Michael Martin stated that this is a necessary procedure since every system was affected, not just GM.

Q. Cathy asked the group if the situation had improved at all recently

A. Some members said that it was actually worse, some said it was a bit better, while others said that it depended on the day, showing that this issue is extremely unpredictable.

Michael assured the group that the situation is being monitored right now and will hopefully be resolved soon.

- **Terms of Award** – Cathy explained that users cannot paste in the Terms of Award. This is only a problem within the Client Server application, and not in the J2EE version. However, the J2EE is still in a “limbo” mode right now, waiting to go to pilot. Right now, they are still trying to figure out the exact nature of the problem. The final solution may result in completely closing down the Client Server, and only using the J2EE version. This too is an erratic problem that cannot be pinned down, as it seemingly occurs randomly. The only consistency is that this problem only occurs in the client server. The reason for this is that the Client Server uses an unsupported data type. This makes resolving the problem complicated, since they would have to make data model changes and product upgrades. Even if these changes were made, they still do not know if it would solve the problem. Pam received a call from Tim Twomey, who supplied her with a phone number for Ron Pulivarti, a former Helpdesk employee who now works in Operations. That number is (301) 594-4652. Group members are urged to call him at any time when they experience this problem. Cathy also suggested supplying the APPLID, which is at the top of every GM screen, and User ID because these are the quickest ways to identify the grant number.
- **Pilot of GM Web Version Update** - This update has been on hold for a couple of months because of the amount of bugs within the system, including not being able to import spreadsheets, the reports only working intermittently, and users not being able to access and use the Agency for Healthcare Research and Quality (AHRQ). All of these bugs have been fixed and was moved into the test environment on the night of March 8th. This will be tested and put into pilot production by the end of the week. The goal is to get the same instituted that were on the pilot before, which were Mental Health, Neurology, and Deafness.

Cathy gave Pam and Michael the floor to discuss how they went through all of the bugs, defects and issues listed in ClearQuest. They closed out all of the issues that were not applicable and got the number reduced to about 15 bugs. Michael said that Grants management had about 55-60 tickets open in ClearQuest, some since 2001. The majority of these tickets were from Integration and Acceptance testing that occurred two years ago that were never moved into production. The other 1/3rd involved Helpdesk tickets and/or tickets created by business analysts. Of the list of 15, the following six tickets were fixed:

- The AHRQ issue (mentioned above).
- Reports errors.

- There were Type 6 and Type 7 creation errors when there was a Type 2, which they were able to reproduce and fix.
- Activated about 11 Fellowships that they previously were unable to activate.
- Listed the “Field Too Small in J2EE vs. Client Server” as fixed, because it should not be considered a bug. It still worked, but was just not the preference of one user.
- The Spreadsheet import errors.

The following is a list of the tasks that remain open and are marked critical:

- *Low Priority* - Make minimum changes to the Notice of Grant Awards to accommodate the OPDIVS. This is more of an enhancement.
- *Low Priority* - When a user goes to a List of Values for the Catalogue of Federal Domestic Assistance (CFDA), there is a spelling mistake in the blue title bar.
- *Low Priority* - There should be a warning to the edit checks that say the checklist had not been complete.
- *Low Priority* - When a user enters information into a competing year and a Type 5 shell is created, if there are humans involved, the Institutional Review Board number is shown. However, the system still states that there is no IRB certification and the user must retype it. While the approval date should be manually entered, the IRB number should pre populate.
- *Medium Priority* – When a Type 6 or 7 is created on the release screen, whether or not the grantee is enabled, that box is unchecked. This is easily overlooked. This issue was sent to System Quality Assurance and Interface Branch (SQAIB), but they sent it back since it should not be a manual check, but an automatic one.
- (*deferred*) *Medium Priority* – The current “Create Type 6 and Type 7” does not allow the creation of these types of records on a fellowship it has not yet activated. GM should allow transfer of these records after awards, but prior to activation. Cathy deferred this earlier, and asked that priority be established now. This happens more often than it used to. The group agreed that this task should no longer be marked *deferred*.
- *Medium Priority* - Access to shared services URL requires terminating Flash in URL parameters. The Grant Folder cannot be accessed when parameter does not have a terminating Flash. This no longer occurs. They will double check this to make sure that this can be closed.
- *Low Priority* – There is an insufficient figure in the Grant Tracking Report. There was a workaround established at a May 15, 2003 meeting. This is used everyday by large institutes such as Heart and Lung, so the group agreed that this can be closed.
- *Low Priority* – In September of 2003, there was a missing co-funding segment that they could not recreate. There were some questions from the group about whether this was closed or not. Pam stated that she will leave this *assigned* with a *low priority*. The Type 5 seems fine, but competing grants should be researched.
- *Low Priority* – When pushing the “Save and Return” button on the GM Checklist, it brings the user to a screen that reads, “Click the button below to go back to the main

screen.” First of all, the button is to the right and not below, and secondly, this screen is just an unnecessary extra step.

- *(deferred) Low Priority* – If only a “C” is entered on a co-fund screen, the business rules do not recognize it as an entry and will fail incorrectly. This will be changed from deferred and left at a *low severity*.

Action: (Pam Mayer) Edit and update GM bug closeout list based on suggestions brought up in the meeting.

Cathy asked the group if they had any other issues they would like to raise during the meeting. In response, the group raised the following issues:

- *Need to add the eSNAP, human subject issue fix* – Anything that is scanned is viewed by the system as an eSNAP. There should be a way to differentiate entries by those that are electronically submitted vs. those that were scanned. If an image is scanned, then an IRB is still needed. The business rule *should be* that a user cannot process an award without the IRB. They will get more details on this fix and add it to this list. This will be deferred and visited at a later date.

Q. How can a user currently tell the difference between and eSNAP and something else?

A. One can tell if an image is an eSNAP by simply looking at the image. An eSNAP is very clean looking, whereas a scanned image is less crisp.

- There is a problem that occurs when attempting to create a Type 7 and then close it out with a Type 5, the Type 5’s status turns to *terminated*. This does not happen on any Type 7. This problem only occurs intermittently. Cathy will take the Grant Numbers of any of these and run them through test. The fix for this would be that the Type 5’s would just remain as rewarded. The group agreed that there is a problem where issues that go to the Helpdesk are not being raised when they are critical.
- In IMPAC II, the system showed *next* year’s fiscal year starting at 2010 and then going up to 2011, 2012, 2013, etc. The next fiscal year should start out as 2006, 2007, 2008, and so on. Cathy believes that is something wrong with that particular grant and, after being supplied with the grant number and APPLID, she will check into it.
- The group raised a complaint that they have received from grantees, stating that they are unable to process extensions in the Commons. They are told by the system that they are not eligible. Someone at the Helpdesk that said that this is customary now, even though it is not. Cathy will check on the status of this issue.

Cathy said that if a *Lead User* identifies a defect in the system, he or she should copy the message that is sent to the Helpdesk about the issue.

Action: (Cathy Walker) Check status of extra issues brought up by group during meeting.

The group stated that there is a problem with the login process of the Client Server, and with J2EE, ends, stating that the user has entered an incorrect password, even though he or she has entered a password correctly. There is a defect in the framework where a user gets an “invalid password” message if there are too many sessions open, not if there is an invalid password. Cathy

has spoken to the architecture group about this problem, and they are attempting to fix this problem.

The group noted to Mike Loewe that they are not receiving copies of scanned applications, particularly Type 5s. Mike said that the scanning contractor is having problems with multiple applications (Type 5s and competitive applications). This all occurred from an adverse effect of an update to the scanning system. This should be resolved within this month. Both Operations and Quality Control have improved the infrastructure and will soon have weekly meetings to discuss issues like these so that they not only fix these problems, but prevent them in the future.

Discussion of Invention / Reporting in GM

Eddie Myrbeck

Eddie stated that the section on the 398 form where it differentiates between Previously Reported and New Inventions does not correlate to the GM Admin. Screen, where it reads File / Not Filed / NA. In order to make sure that there were no glaring discrepancies causing corresponding issues, Eddie spoke to a representative from the Office of Policy for Extramural Research Administration (OPERA) to make sure that they were using iEdison, which they were. The purpose of the checkbox on the GM Admin. Screen is simply to make sure that users know what they are doing. Once this information is entered into the Commons, then users can look at the other information within the system.